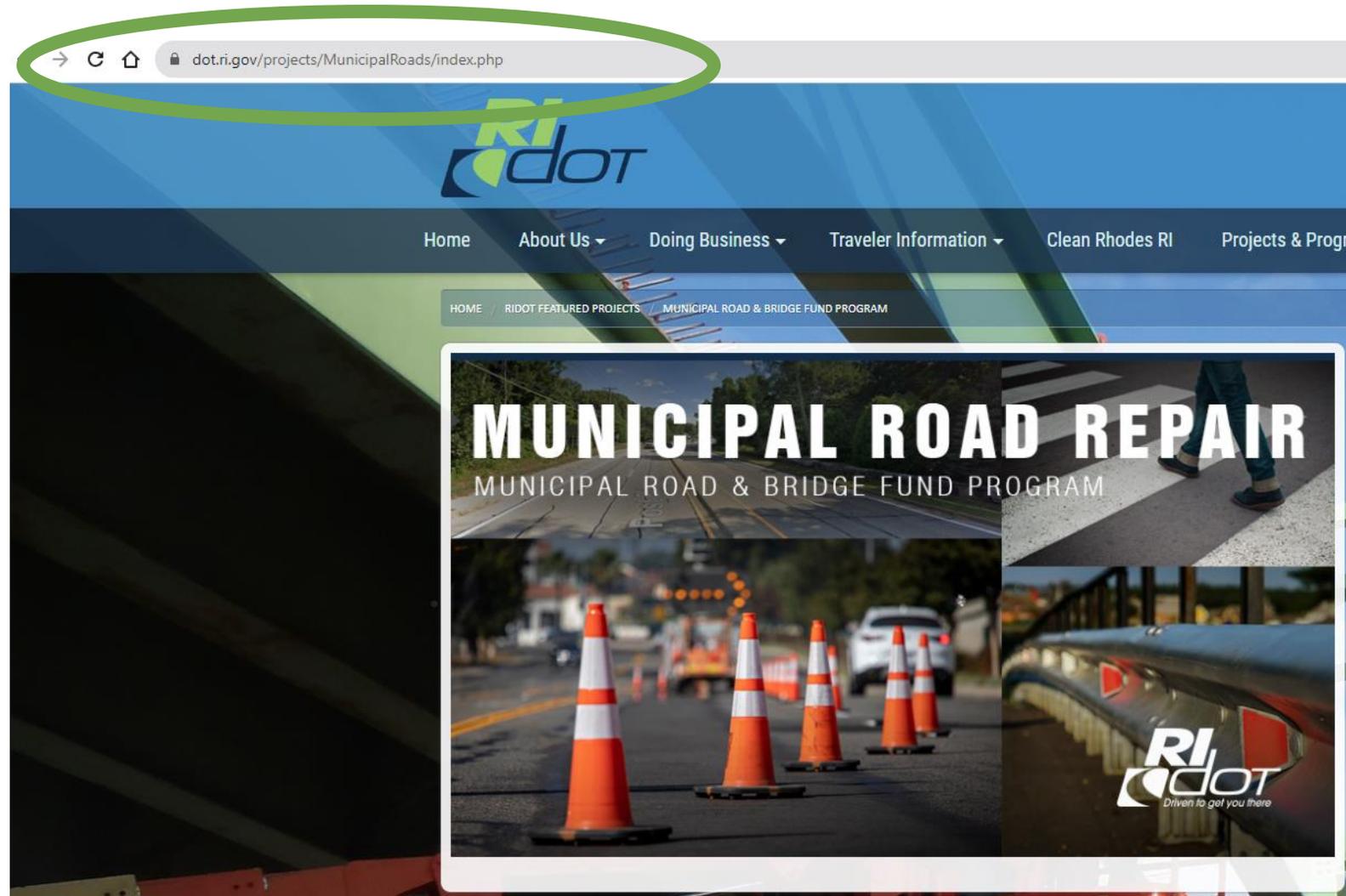


Visit the Website: dot.rhodeisland.gov/projects/MunicipalRoads/index.php



Click on the link to the portal:

<https://gisprod.dot.ri.gov/portal/home/index.html>

Sign in to RIDOT SOR Development GIS Portal



 **Municipal Road and Bridge Fund Application Portal**

The Rhode Island Department of Transportation (RIDOT) Office of Asset Information Systems/ Geographic Information Systems -OAIS/GIS present a collection of statewide spatial information in a straight-forward way so that agency staff can share it to support better informed decisions. This SOR PRODUCTION captures Workflows with 3rd Party and Business System integrations, Web Adapters, RCE, and Web Applications. The SOR utilizes ArcGIS Enterprise 10.9.1 release.

[Contact Us](#)

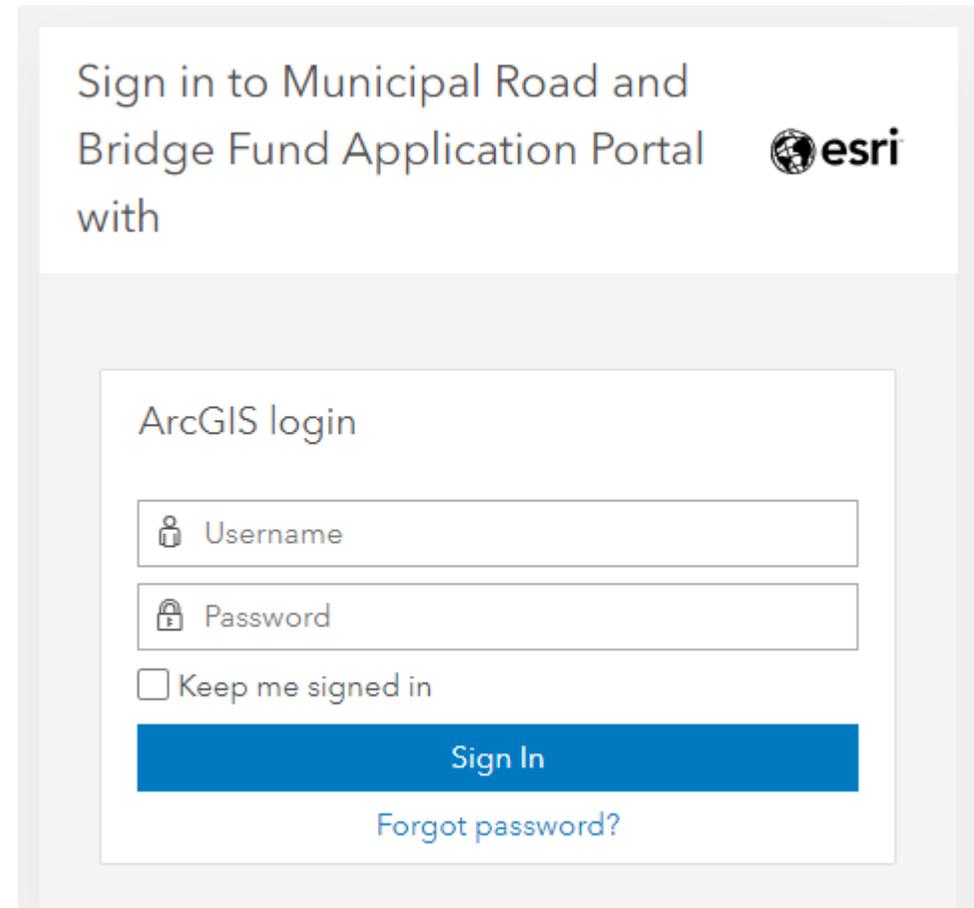
How to Access

- Each municipality received a unique set of credentials
- Enter your username and password to proceed
- If you experience any issues with credentials, please contact:

John-Paul Verducci

401-563-4567

Johnpaul.Verducci@dot.ri.gov



Sign in to Municipal Road and Bridge Fund Application Portal with 

ArcGIS login

Username

Password

Keep me signed in

[Sign In](#)

[Forgot password?](#)

Landing Page

- The landing page will provide information about how the application process works
- Please read through and take note that the application **does not autosave**
- Proceed to the next screen



Welcome to the Rhode Island Municipal Roads Grant Project Application. This application allows municipalities to submit funding requests for replacement, rehabilitation, preservation and maintenance of municipally owned roads, sidewalks and bridges.

You have been assigned a unique UserID and Password for direct access.

If you forget your password, please contact Mr. John-Paul Verducci (see below info) to have it reset.

Please bookmark this page to make navigation easier.

The application process involves 2 major steps:

Step 1 involves drawing the limits of your project to identify your area of work (Project Zone of Disturbance.). This will help you identify sev factors including:

Project proximity to existing RIDOT STIP projects,

Proximity to wetlands, historic districts, DEM regulated locations, or Environmental Justice Areas.

Step 2 involves describing your project to provide important details about the project scope, budget, schedule, and readiness factors.

About the application:

The application does **NOT** autosave. This is done on purpose for program flexibility.

Be sure to save your application prior to clicking to view any additional map layers.

You must fill all required fields in order to save. Required fields are marked with an "*" and displayed in red.

You may use a placeholder for all unknown fields;

You may return and edit your application as many times as needed. However, once you click "Submit", you will



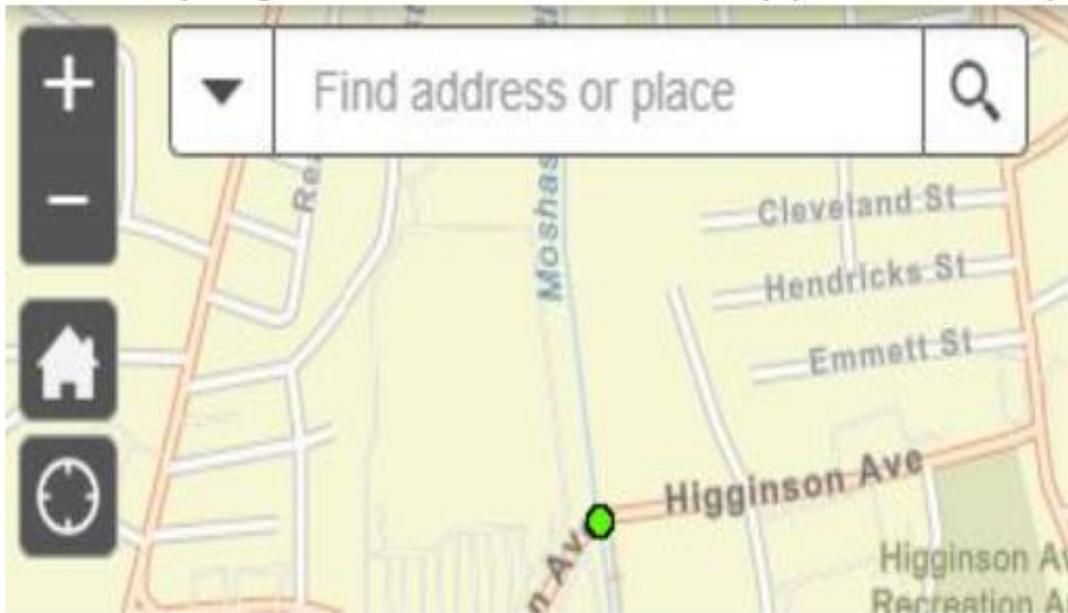
Application

- The application is a 2-step process
- The first step is to draw the zone of disturbance on the map of your municipality
- The second step is to provide relevant project information, including:
 - Project description
 - General timeline
 - Projected costs

Application Step 1 – Zone of Disturbance

General Guidelines for Completing a Project Application:

1. Locate a project area on the map, search by address or zoom to the location.



Application Step 1 – Zone of Disturbance

Sketch the project zone of disturbance (ZOD). This is the area of work activity for the project. To sketch, enable the Smart Editor Tool by clicking the icon on the top right of the screen.



Select “Draft Application” and click the map to begin drawing. To complete your project ZOD, double-click the map.



A complete polygon will appear on the map and an editable attribute form will be opened.

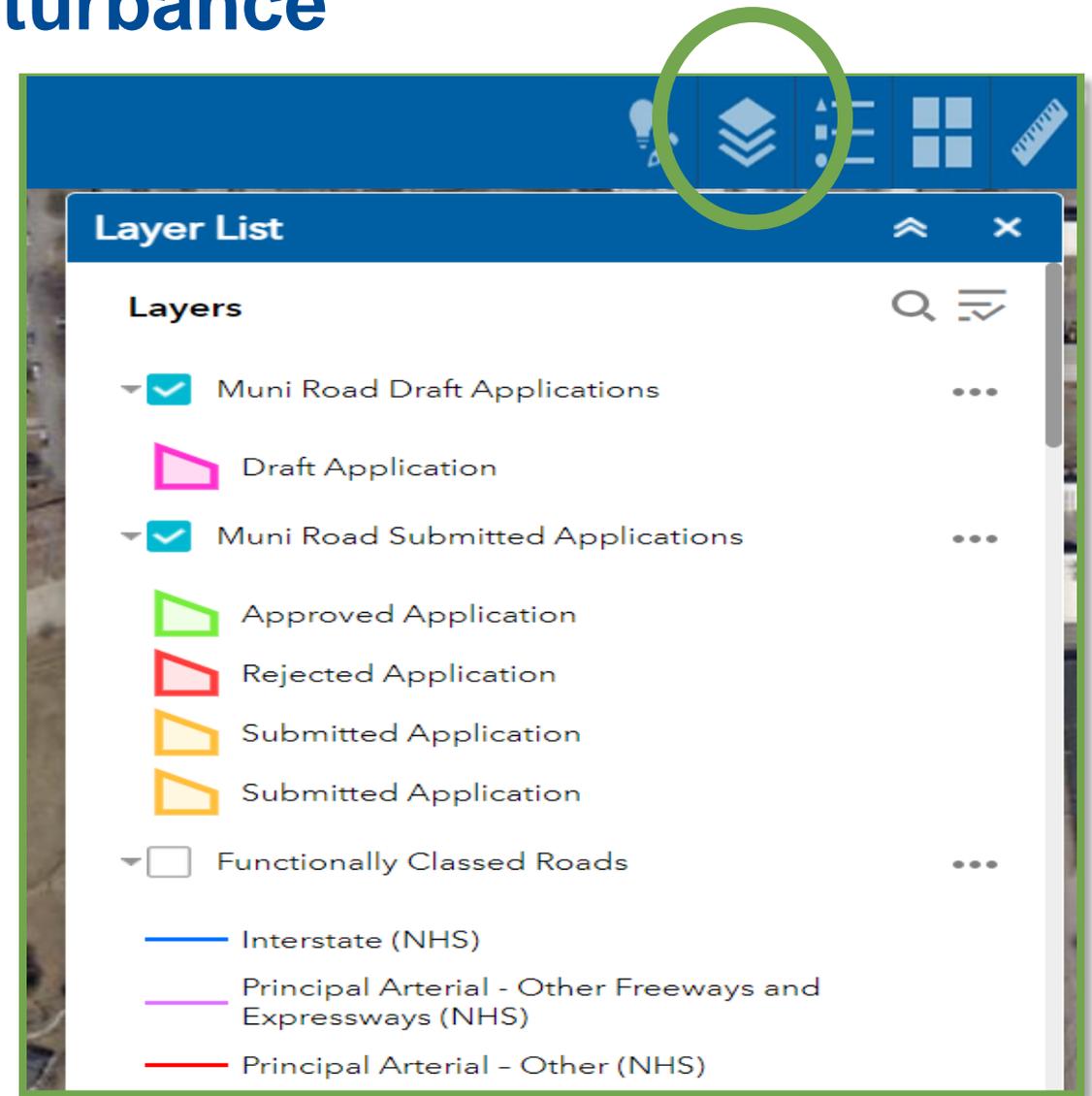
Application Step 1 – Zone of Disturbance

- Zoom in on the map until the project area is visible
- Take note of the 5 icons in the top right corner



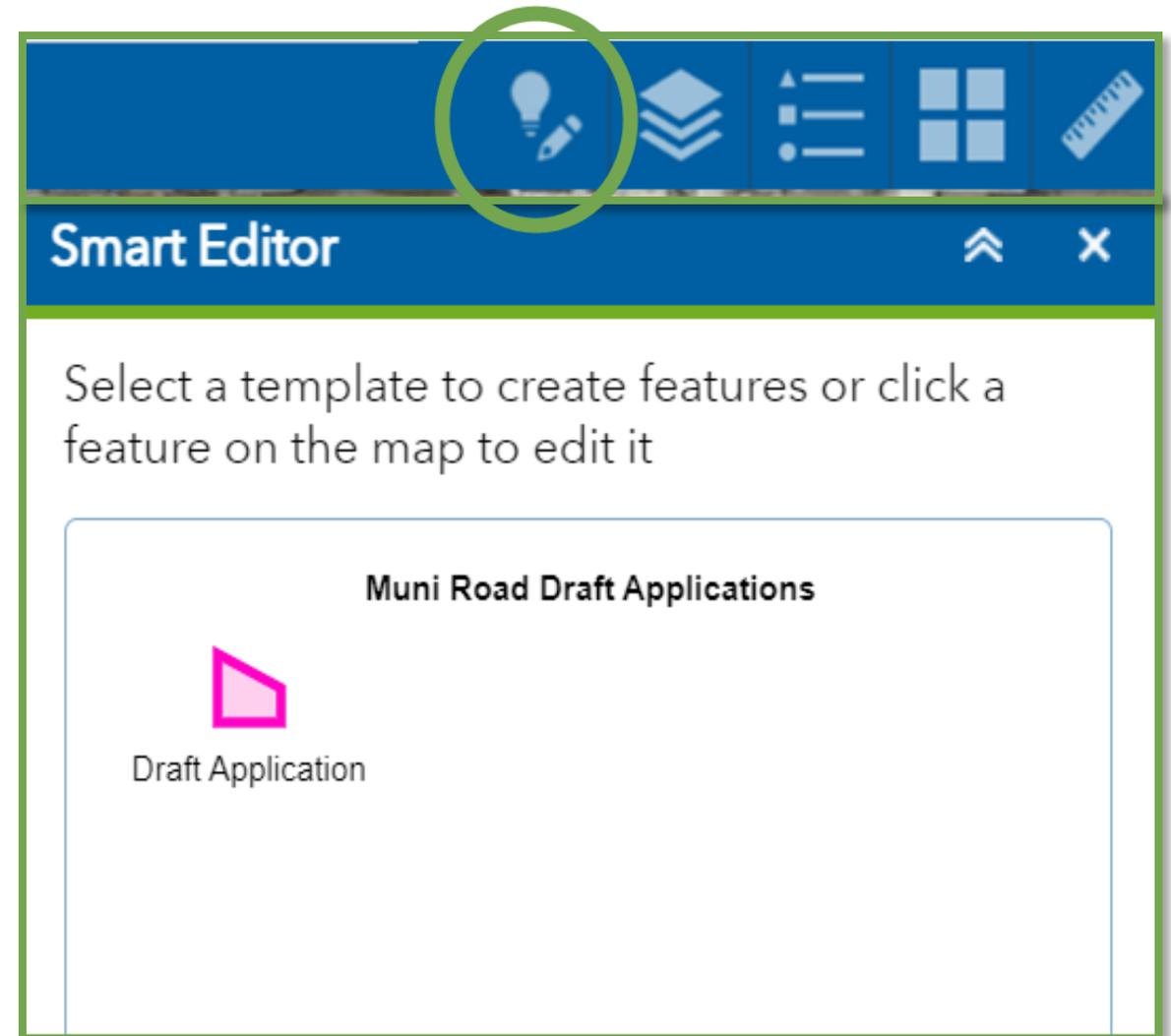
Application Step 1 – Zone of Disturbance

- Click on the layer list to familiarize yourself with the information being shown on the map



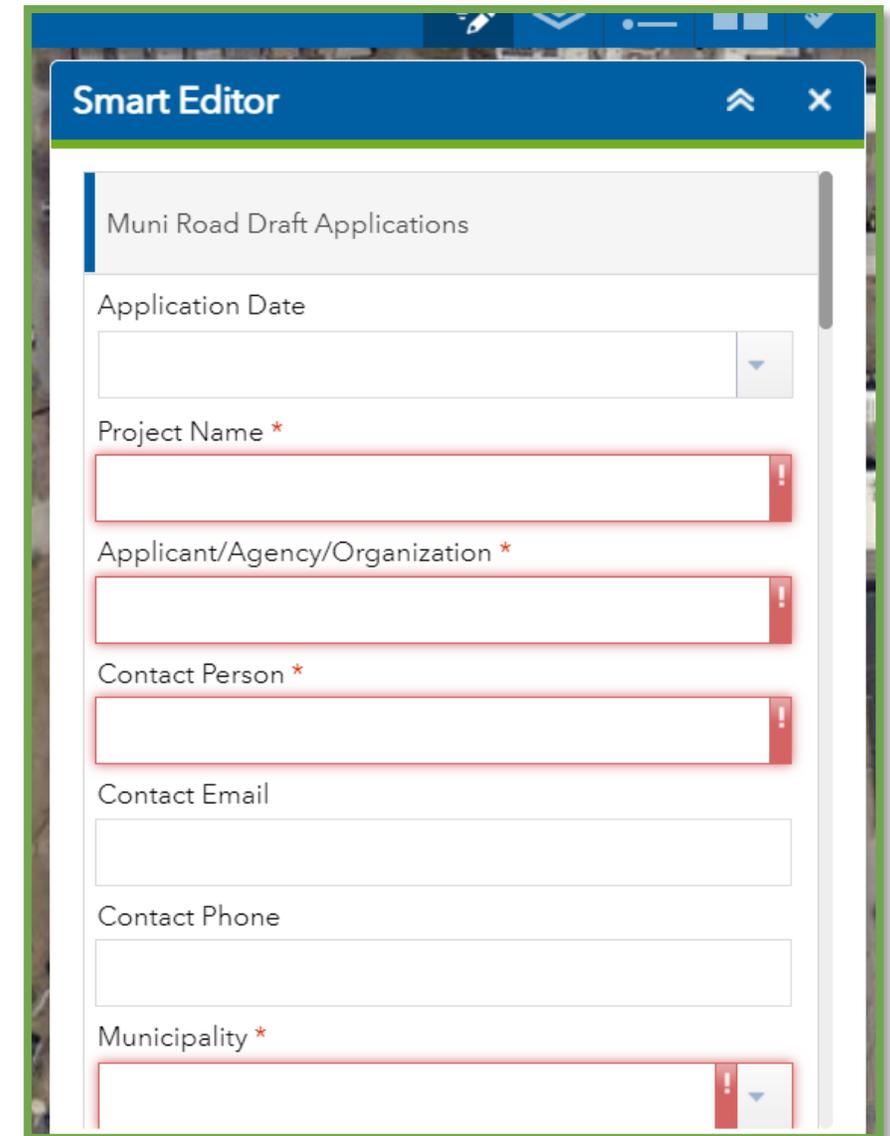
Application Step 1 – Zone of Disturbance

- Click on the smart editor icon and select Draft Application to begin
- Follow the on-screen prompts to draw the polygon



Application Step 2 – Project Details

- When the polygon is completed, the box to the right will appear
- It is now time to enter project information



The screenshot displays a web application window titled "Smart Editor" with a close button (X) in the top right corner. Below the title bar is a header area with the text "Muni Road Draft Applications". The main content area contains a form with the following fields:

- Application Date:** A text input field with a dropdown arrow on the right.
- Project Name *:** A text input field with a red border and a red exclamation mark icon on the right.
- Applicant/Agency/Organization *:** A text input field with a red border and a red exclamation mark icon on the right.
- Contact Person *:** A text input field with a red border and a red exclamation mark icon on the right.
- Contact Email:** A text input field.
- Contact Phone:** A text input field.
- Municipality *:** A dropdown menu with a red border and a red exclamation mark icon on the right.

Application Step 2 – Project Details

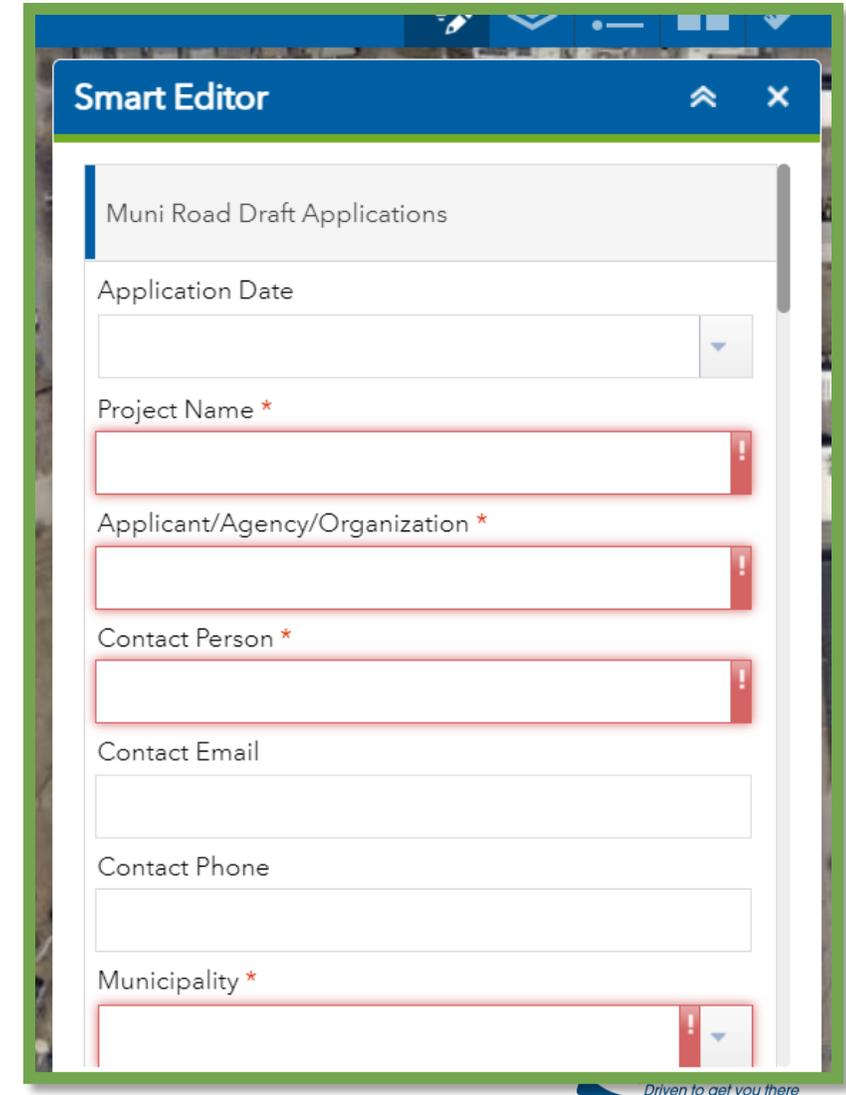
- Input project details
- Required fields appear highlighted in red
- Auto-calculated fields will appear greyed out
 - They will display the calculated data once the application is saved

The screenshot shows a web form titled "Application Step 2 – Project Details". The form contains the following fields:

- Application Date:** A date picker field that is greyed out.
- Project Name *:** A text input field with a red border, indicating it is a required field.
- Applicant/Agency/Organization *:** A text input field with a red border, indicating it is a required field.
- Contact Person *:** A text input field with a red border, indicating it is a required field.
- Contact Email:** A text input field that is greyed out, indicating it is an auto-calculated field.

Application Step 2 – Project Details

- Please note that the application does not auto-save
- In order to save, all required fields must be populated
- Use placeholders for unknown information
- Once saved you can return and edit as many times as needed
 - As long as the application has the status of “Draft Application”



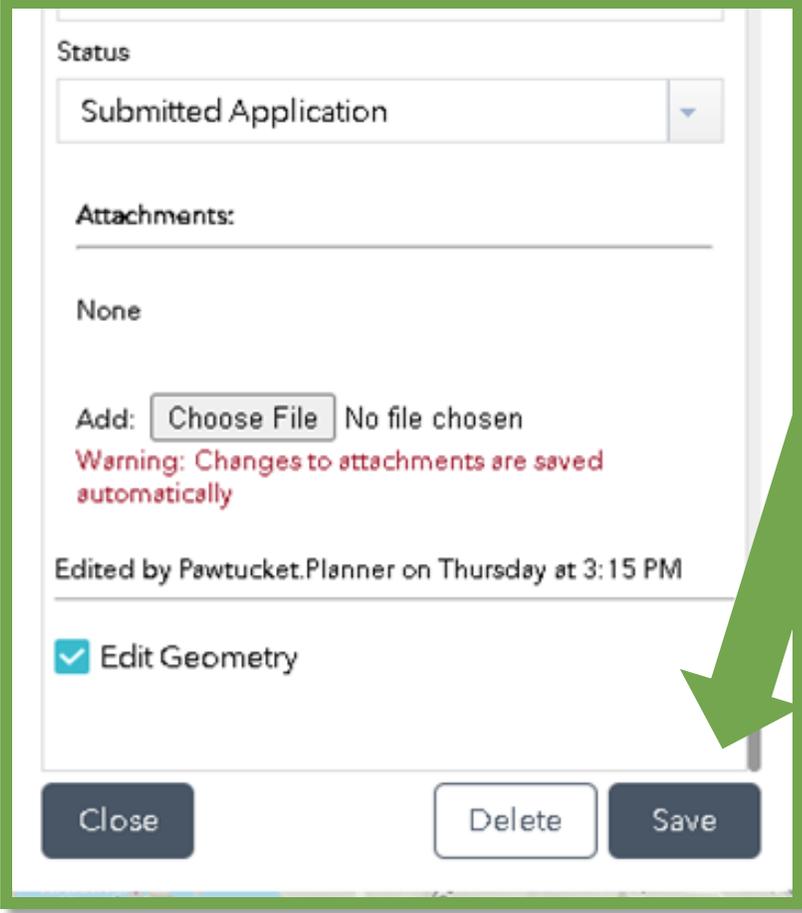
The screenshot shows a web application window titled "Smart Editor" with a close button. The main content area is titled "Muni Road Draft Applications" and contains a form with the following fields:

- Application Date: A date picker field.
- Project Name *: A text input field with a red border and a red exclamation mark icon on the right.
- Applicant/Agency/Organization *: A text input field with a red border and a red exclamation mark icon on the right.
- Contact Person *: A text input field with a red border and a red exclamation mark icon on the right.
- Contact Email: A text input field.
- Contact Phone: A text input field.
- Municipality *: A dropdown menu with a red border and a red exclamation mark icon on the right.

At the bottom right of the window, there is a logo and the text "Driven to get you there".

Items to Note

When all project information is complete, and application is ready to submit, change the status to “Submitted Application” and hit Save



The screenshot displays a web form with the following elements:

- Status:** A dropdown menu currently showing "Submitted Application".
- Attachments:** A section labeled "Attachments:" with a horizontal line below it, and the text "None" underneath.
- Add:** A button labeled "Choose File" followed by the text "No file chosen".
- Warning:** A red text warning that reads "Warning: Changes to attachments are saved automatically".
- Edited by:** Text indicating "Edited by Pawtucket.Planner on Thursday at 3:15 PM".
- Checkboxes:** A checked checkbox labeled "Edit Geometry".
- Buttons:** Three buttons at the bottom: "Close", "Delete", and "Save". A large green arrow points to the "Save" button.

Items to Note

- Contact RIDOT as soon as possible if there are questions about the information provided or clarifications that will assist with approval
- Once submitted, a project can not be edited
 - Contact RIDOT immediately if a submitted project needs to be changed



Items to Note

- Projects will be reviewed and approved on a rolling basis
- Please ensure there is a municipal contact available to answer questions in a timely manner during the review period
- **Project work may not commence until there is an approved project in the portal AND a fully executed Local Public Agency Agreement**



Questions and Concerns

- Please contact JP Verducci at 401-563-4567
- Johnpaul.Verducci@dot.ri.gov

